

WESTCOMM
BOARD OF DIRECTORS MEETING COMBINED
WITH FINANCE COMMITTEE AND
OPERATIONS BOARD MEETING

AUGUST 6, 2021 11:00 A.M.

Google Meet Meeting

<HTTPS://MEET.GOOGLE.COM/FFN-OUWN-GXZ>

In Attendance:

Lyn Simmons, Longmeadow Town Manager

John Beaulieu, Chicopee

Erin Hastings, Executive Director, WESTCOMM

Jennifer Wolowicz, Town Administrator, Monson

Mary McNally, Town Manager, East Longmeadow

Steve Kozloski, Chief, Monson Police

Robert Stocks, Chief, Longmeadow Police

Brain Harris, Chief, Monson Fire

Andrew Vernon, Chicopee IT

Mark Williams, Chief, East Longmeadow Police

Jamie Farnum (Messer), Town Accountant, Monson

Khristy Lord, Deputy Director, WESTCOMM

JoAnn Kupiec, WESTCOMM

Christopher Gagnon, Interim Fire Chief, Ware

Paul Pasterczyk, Treasurer, WESTCOMM

Gerald MacSata

Gregg Joynt, Kaestle Boos Assoc.

Jennifer Leydon, Director of Finance and Administration, Longmeadow

Stuart Beckley, Town Manager, Ware

Christopher Gagnon, Interim Fire Chief, Ware

1. Meeting called to order 11:07 A.M. Rollcall done: Present were Lyn Simmons, John Beaulieu, Mary McNally, and Jennifer Wolowicz, rollcall was done, 4 present.

2. Approve & or Modify minutes from the meeting held on June 4, 2021. John Beaulieu made the motion to accept the minutes as written, it was 2nd by Mary McNally, 4 yes, and motion passed.

3. Old Business:

645 Shawinigan Drive: There was a presentation made by Greg Joynt from Kaestle Boos Associates, Inc. A copy of the presentation is attached to these minutes.

There was a discussion about possible bonding for the project, and that 1/3 of the costs are already covered through grants.

Estimated cost of the renovation project is \$13.2 million dollars, this is a fairly accurate estimate with contingencies built in.

Other funding resources are also being looked into.

The renovated building would be able to hold enough staffing to solicit 15 Cities/towns to become part of the Regional Dispatch.

WESTCOMM is in the process of implementing EPD & EFD and should become the first 911 center in Massachusetts to become accredited in all 3 disciplines.

A Statewide CAD project is being looked at by State 911 and the regional centers in the State. WESTCOMM will be hosting a meeting with state 911 & EOPPS for regionalization with the meeting to be held at CHS or CCHS, there are 5 dates that are being looked at, those will be sent to the Board of Directors.

Radios: Chief Kozloski discussed 2 microwaves to be replaced or update link, link on commerce side. Mt. Tom to Hubby, working on from WMLAC side, State update is Western Mass toward Central and East.

Ware counting mobiles and portables, to see what needs to be replaced. Fire and Police also including specialty units.

Treasurer/Purchasing: Still open, two applicants were interviewed for the Treasurer position, both never followed through, only 1 applicant applied this time around, interview will be within 2 weeks.

Someone showed interest in the PT purchasing position. A salary has not been approved by the BOD. Erin asked the districts to send info on their own Purchasing agent salaries to her so that an offer can be made to the person who applied.

Currently 5 Dispatchers are training, WESTCOMM is looking to hire 5-7 additional Dispatchers so the Supervisors can come off the line to strictly supervise.

Staff is being trained on all positions so that Supervisors can be transitioned off the floor, 3 additional Supervisors to be hired so there is 24/7 coverage.

There have been recruitment challenges with COVID & Unemployment benefits currently being offered. Retention is good, a salary analysis is going to be done so that WESTCOMM keep competitive, and WESTCOMM also offers room for growth.

4. New Business:

Update from Finance Committee: Jennifer Leydon is the new Director of Finance for Longmeadow, Jennifer was introduced and welcomed.

The FY 20 Audit has been completed and will be distributed to the BOD at the September 3, 2021 meeting.

The Finance Committee will meet to reorganize.

WESTCOMM will post the FY 19 & FY 20 Audits on the website.

Fire Ops Update: None at this time, but it was noted that a liaison will be sent out to Ware for shadowing. This will happen on August 9th and 10th.

Police Ops Update: None at this time.

WESTCOMM'S outreach team working on questions being asked about EPD, EFD, and EMD. One of the concerns by callers is the amount of questions being asked, but they are reassured this does not delay response unit's en route, that they need as much info as possible. It was discussed putting out information on the local channel and posting it on WESTCOMM's website.

Local channels in Chicopee are 191, 192, and 193, these are the Chicopee Live Access stations. Outreach will get in Touch with Andrew Vernon, the City of Chicopee IT Director.

Jennifer Wolowicz had to leave the meeting at 12:34.

IT Update: IT MOU meeting was in May, Erin finished outline, Jay Parker is reviewing. It will be sent out to the IT/MOU sub-committee for their review.

The website is up and running. Currently all the meeting minutes and agendas are posted to the website.

5. New Business not reasonably anticipated within 24 hours: None
6. Adjourn: Mary McNally made a motion to adjourn, John Beaulieu 2nd the motion, 3 yes, motion passed. Meeting adjourned at 12:26 P.M.